

Hot Keys & Shortcuts

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The user interface includes various key press combinations that can be used to quickly and easily complete various tasks without having to use the mouse. They include:

- Ctrl+Z - Undo
 - Ctrl+X - Cut
 - Ctrl+I - New Item
 - Ctrl+S - New Sales Order
 - Ctrl+U - New Purchase Order
 - Ctrl+W - New Work Order
 - Ctrl+A - New Inventory Adjustment
 - Ctrl+Q - Save the current document
 - Alt+F - Open the File menu
 - Alt+E - Open the Edit menu
 - Alt+L - Open the Lists menu
 - Alt+C - Open the Company menu
 - Alt+S - Open the Sales menu
 - Alt+P - Open the Purchasing menu
 - Alt+O - Open the Production menu
 - Alt+W - Open the Warehouse menu
 - Alt+R - Open the Reports menu
 - Alt+H - Open the Help menu
 - Shift+Alt+The underlined letter in the tab caption - If on a screen with a tabbed interface, will activate the desired tab
 - Shift+Insert - Insert a new line item when on a document with line item entry
 - Shift+Del - Delete a line item when on a document with line item entry
 - Ctrl+N - Start creating a new item when on a document with line item entry
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